

From: Deputy Director, Admin
Sent: Friday, January 31, 2014 2:48 PM
To: +All HQ Employees
Subject: HQ Mandatory Call in Sunday Night – Building Closed over the Weekend

Due to repairs needed on the waste water pipes between floors 6 through 8, the 450 N Street building will be closed this weekend. Since the building cannot be occupied during the repairs, no previously scheduled overtime is authorized.

ACTION REQUIRED:

We are asking ALL Employees assigned to the HQ Building to call the Emergency Notification System (ENS) line at 1-888-668-8839 on Sunday night to confirm that the 450 N Street building will be open for use on Monday morning.

DGS is hopeful that all repairs and air quality testing will be completed by Sunday evening to allow full occupation of the building on Monday morning, February 3.

Please note- the women's restrooms on floors 6 and 7 may remain closed on Monday.

Thank you,

Liz Houser
Deputy Director, Administration Department
Board of Equalization
916-445-4272